

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/22/09	
1 FROM (Agency or establishment) U.S Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Food and Nutrition Service			
3 MINOR SUBDIVISION Benefits Redemption Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ricardo A. Romero <i>RAM</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 9/21/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/21/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED STARS – Store Tracking and Redemption System (STARS)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Name: Store Tracking and Redemption System (STARS)</p> <p>Agency Program: Food Stamp Program</p> <p>Office. Benefits Redemption Division</p> <p>Description: The STARS is an agency-wide standard system supporting field office operations. It allows retailer management to be executed from a central point, with a single, consistent user interface. This makes the administration of the FSP more efficient by consolidating tasks and empowering users.</p> <p>The STARS system is divided functionally into three main areas Store, Compliance, and BRSB. The Store module governs the maintenance and management of the retailers authorized to accept food stamps. The Compliance module records and reports the investigation of non-compliance activities for these retailers. The BRSB module provides logistics functions to the Benefits Redemption Services Branch (BRSB) to assist in recording EBT redemptions, initiating and processing bulk mailing requests, and integration with external systems and applications.</p> <p>STARS supports the following critical business functions:</p> <ul style="list-style-type: none"> • Authorizing retailers to accept food stamps. • Maintaining detailed information about all retailers that have ever participated in the Food Stamp Program. • Facilitating the benefit redemption process for retailers. • Ensuring that retailers remain in compliance with the Food Stamp Program regulations. 		

	<p>In the case of retailer fraud or malfeasance, pursuing approved administrative civil and criminal recourses to protect the integrity of the program</p> <p>Item 1 System Inputs Information from users in the field offices enter or update data using forms FNS 252, FNS 252-2, and FNS 252-C. Included are retailer applications authorizing retailer authorizing retailers to accept food stamp benefits, tracking retailer non-compliance, removing retailers from the program and a watch list data from the ALERT system.</p> <p>Disposition: TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, or when no longer need to support the reconstruction of, or serve as the backup to, the master file, whichever is later. GRS 20, item 2e.</p> <p>Item 2 Master File Datasets include participating store names, store owner, store cases, etc</p> <p><i>Item 1</i></p> <p>Disposition. TEMPORARY. Destroy 6 years after termination of system and successful migration of data or termination of system.</p> <p>Item 3 System Outputs Online reports, correspondence with retailers, COTS contractors and standard data files</p> <p>Disposition: TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, item 6</p> <p>Item 4 System Documentation User manuals, training guides, data dictionaries, procedures for adding and deleting from the system and related information pertaining to the content and technical management of the FAST system.</p>		
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Disposition. ~~TEMPORARY.~~ Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. **GRS 20, item 11a(1).**